



COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND

Office Of Life Safety

30 North Market Street • Frederick, Maryland 21701
301-600-3463 • FAX: 301-600-2309 • TTY: Use Maryland Relay Service

**INSPECTION REQUEST PROCEDURES
FOR THE OFFICE OF LIFE SAFETY**

EFFECTIVE JULY 5, 2011

Revised 3/27/13

An inspection request may be made by:

- Calling the inspection voice mailbox @ 301-600-1090
- Fax @ 301-600-2309. A fax form is available on the Permits & Inspections website [Fire Permits/Life Safety Inspection Fax Request](#) link.

The following information is needed to request an inspection:

- The Fire permit A/P # or for an inspection pertaining to a Building permit - the building permit A/P#.
- Specific type of inspection you are requesting.
- Your name and phone number.
- Your company name.
- The date you would like the inspection to occur. If you do not receive notification, the inspection will occur as requested.
- Inspection requests for the following day must be received before 2:00 p.m. If you do not receive notification, your inspection will be accommodated on the following business day with no follow up required by you.

Please note that inspection requests scheduled through the Permit/Project Inquiry *website* will be accepted, however, we are not able to guarantee them as described above. It is suggested that requests be made by fax or voicemail only.

Requests for AM/PM times or special requests need to be made directly with the Inspector.
Please **do not** leave inspection requests in individual voice mailboxes.

Life Safety Inspectors	Cell Phone
Joseph Skinner	240-674-6190
Fred Keister	240-674-8098